

## Minutes

The Commissioners of the Housing Authority of the City of Willimantic met in a special meeting at the Housing Authority offices, 49 West Avenue, Willimantic, Connecticut at 7:20 p.m. on Wednesday, November 18, 2015. The meeting was called to order by the Chairman. Upon roll call, those present and absent were as follows:

PRESENT	ABSENT
John Naumec	
Linda Stevens	
Jean Gaskin	
John Schwenk	
Michele Nahas	

The Minutes of the previous meeting were unanimously accepted as read.

### CORRESPONDENCE:

10/29/15 U.S. Dept. of HUD, SEMAP.

Undated WHA, Employee Performance Evaluation.

10/30/15 NAHRO Monitor.

### PRESENTATION:

Ellen Flanagan and Betsy Crum of the Women's Institute of Housing and Economic Development described their experience as developers and were available to answer any questions about the partnership, the development of Jonathan Trumbull and how we will be developing our roles as part of the process in the partnership agreement.

Barbara McGrath, legal counsel was also present. She stated her experience with Non-Profit Organizations and various types of partnerships similar to the proposed partnership with the Women's Institute and spoke in favor of it and its importance in moving the development along.

### PUBLIC TIME:

No one from the public was present.

EXECUTIVE DIRECTOR'S REPORT:

The report of the Executive Director is attached herewith and hereby made a part of these minutes.

Resolution #3910

The following resolution, #3910 was introduced by Commissioner Gaskin, read in full and considered:  
BE IT RESOLVED: That the following Voucher Checks are approved as paid:

Project Conn 10-1-2-5	Transfer to COF	\$162,932.65
Project MR-7-34	Transfer New Acct	\$ 500.00
	Transfer to COF	\$ 31,584.64
Project MR-50 Section 8	Transfer to COF	\$ 65,474.81
Project E-22-87	Transfer New Acct	\$ 500.00
	Transfer to COF	\$ 20,736.11
Central Office Fund		#12543 - 12832

Commissioner Gaskin moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Stevens and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Jean Gaskin	
Linda Stevens	
John Schwenk	
Michele Nahas	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution #3911

The following resolution, #3911 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the schedule of Regular Meetings of the Board of Commissioners of the Housing Authority of the City of Willimantic for the year 2016 shall be as follows. All meetings will be held at 7:00 p.m. in the Conference Room at the offices of the Willimantic Housing Authority, 49 West Avenue, Willimantic, with the exception of the Annual Meeting in August, which will be a dinner meeting held at a location to be announced.

January 27	July 27
February 24	August 31
March 30	September 28
April 27	October 26
May 25	November 30
June 29	December 28

Commissioner Schwenk moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Gaskin and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Jean Gaskin	
Linda Stevens	
John Schwenk	
Michele Nahas	

The Chairman thereupon declared said motion carried and said resolution adopted.

#### Resolution #3912

The following resolution, #3912 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That all proposals for Roof Replacement at 49-51, 57, 149-151 and 173-175 Memorial Drive having been received and considered:

Northeast Builders of Eastford, CT \$28,793.00  
Christopher Home Improvements of Norwich, CT \$32,400.00  
Dynamic Engineering of Ashford, CT \$38,118.00

That the proposal of Northeast Builders of Eastford, Connecticut, in the amount of twenty eight thousand, seven hundred ninety three dollars and no cents (\$28,793.00), is hereby accepted and the Executive Director is authorized and directed to enter into a contract with Northeast Builders in an amount not to exceed twenty eight thousand, seven hundred ninety three dollars and no cents, (\$28,793.00).

Commissioner Stevens moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Nahas and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Jean Gaskin	
Linda Stevens	
John Schwenk	
Michele Nahas	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution #3913

The following resolution, #3913 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the Admissions & Continued Occupancy Policy be revised to include the following:

Add:

10.0 Tenant Selection and Assignment Plan

10.1 Preferences

6 (Jonathan Trumbull Apartments - ONLY) Veterans Preference - A waiting list preference shall be given to no more than 2 Veterans so long as there are not already 2 Veterans residing in the property (exclusive of those receiving supportive services).

Commissioner Schwenk moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Stevens and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Jean Gaskin	
Linda Stevens	
John Schwenk	
Michele Nahas	

The Chairman thereupon declared said motion carried and said resolution adopted.

EXECUTIVE SESSION:

The Board went into executive session to discuss employee and tenant issues at 8:20 PM at which time the Executive Director was excused from the meeting. The board returned to regular session at 8:54 PM.

OTHER BUSINESS:

No Other Business.

PUBLIC TIME:

No one from the public had any further comments.

There being no further business to come before the Board, it was moved, seconded, and carried that the meeting adjourn. The Chair thereupon declared the meeting adjourned at 8:54 p.m.

Respectfully submitted,

Kim Haddad  
Secretary